

321005/02/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SIGN TECHNICIAN**

**DEFINITION**

Under general supervision, to perform skilled work in the fabrication and repair of a variety of signs and other markings used in traffic regulation and in street and vehicle identification; to perform a full range of technical work in designing graphic displays and art work; and to do related work as required.

**REPORTS TO:** Street Maintenance Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Lead Sign Technician and the Street Maintenance Supervisor.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Fabricate a variety of signs and other markings used in traffic regulation in accordance with federal, state and local regulations.
- Screen print signs, decals, licenses, badges, and other markings; process positives utilizing cameras and plate-maker; develop and adhere silk screens to frames utilizing vacuum applicator.
- Engrave plastic and metal signs utilizing manual and computer engravers; create name tags, badges, plaques, and assorted engraved markings.
- Design and create posters, show cards, camera and camera ready artwork utilizing graphic art techniques, manual and computer equipment and use of a variety of acrylic and enamel paints and markers.
- Design presentation plaques, city exhibits, and displays using plastics, wood, paint, metal and other fabrics; use a variety of carpentry tools and equipment and appropriate finishing techniques.
- Assist in the maintenance of necessary records and preparation of reports.
- Maintain an inventory of frequently used signs and order supplies and materials used in the work as assigned.
- Assist in storm control and other street maintenance activities as required.
- Load and unload materials as needed.
- Assist and maintain in the fabrication of barricades and traffic control devices.
- Utilize computers, graphic arts software, plotters and routers to design and produce signs, banners, posters, decals and displays.
- Operate and maintain various tools and equipment required in a sign shop operation.
- Report all hazardous conditions.
- Participate in special City events as required.
- Respond to public inquires.

- Respond to emergencies as directed by Public Safety.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, materials, equipment and techniques used in sign layout, preparation and finishing.
- Basic graphics, including design principles, layout and lettering techniques, and copy preparation.
- Occupational hazards and standard safety precautions necessary in performance of work.
- Safe work practices.
- Safe driving principles and practices.
- Basic principles, practices and methods of handling or responding to hazardous spills.

### **Ability to:**

- Understand and carry out oral and written instructions.
- Plan and design graphic art pieces that will communicate an idea or theme.
- Set up, operate and maintain sign shop equipment and supplies.
- Prepare signs in accordance with federal, state and local regulations.
- Maintain records and prepare reports as required.
- Letter, draw, draft and prepare materials for reproduction.
- Work with various chemicals and/or materials.
- Rotate within other work groups.
- Work with other departments as assigned.
- Train personnel.
- Operate a forklift.
- Assist with traffic control.
- Work overtime as required.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: One year of experience in the preparation of a variety of signs and other markings. Prior experience in drafting or commercial arts is desirable.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of or ability to obtain an appropriate, valid Class "C" California Motor Vehicle Operator's license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Sign Technician

**TO:** Lead Sign Technician